



**SENIOR CITIZENS ADVISORY BOARD
AGENDA**

Regular Meeting

Tuesday, February 21, 2017 • 9:00 a.m. Veterans Memorial Recreation Center – 251 City Park Way San Bruno

Note: Change of Meeting Location

WELCOME TO OUR ADVISORY BOARD MEETING: If you wish to speak on an item under discussion by the Board and appearing on the agenda, you may do so upon receiving recognition from the Board Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify us 48 hours prior to the meeting (616-7150).

1. CALL TO ORDER/ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA: February 21, 2017

4. APPROVAL OF MINUTES: January 17, 2016

5. PUBLIC COMMENT ON ITEMS NOT ON AGENDA: Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.

6. CONSENT CALENDAR:

7. NEW BUSINESS:

- a. Treasurer's Report – January 2017
- b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data (Madonich)
- c. Receive and File Minutes of Events Committee (Tessier)
- d. HIP Housing Home Share Program Information
- e. Senior Deck Replacement and Dedication Interest (Brewer)

8. UNFINISHED BUSINESS:

9. EXCLUDED CONSENT:

10. ITEMS FROM STAFF:

11. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA: Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.

12. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS

13. ADJOURNMENT

**** POSTED PURSUANT TO LAW ****



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Senior Citizens Advisory Board January 17, 2017

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:02 a.m. Board Members Present: Chair Goff, Hayes, Kreisel, and Luzaich. Board Members Absent: Vice Chair Green, Donnelly and Treasurer, Hornung. Staff Present: Brewer, Madonich, Tessier, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **APPROVAL OF AGENDA:** **MSC Hayes/Luzaich** to approve the agenda of the January 17, 2017 meeting. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Carmichael/Kreisel** to approve the minutes of the November 15, 2016 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report –November and December 2016 Treasurer's Report filed for audit.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data – Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed for November and December 2016. Supervisor Tessier reported that December had the highest recorded attendance in five years.
 - c. Receive and File Minutes of Program Committee and Events Committee – Coordinator Madonich said that the Committee covered parties for the 2017 year and selected a new movie and new class that will be offered at the Senior Center.
 - d. Update on Nominations and Elections for Senior Citizens Advisory Board – Superintendent Brewer said that no election would need to be held because there were three Board seats that were up for reappointment and staff only received three applicants. Two of the seats would be reappointed to current Board Members and the last seat would be filled by Joanne Tracy. Swearing in would take place during the regularly scheduled February or March Board

meeting.

- e. Relocation of Senior Citizens Advisory Board Meetings in February and March – Supervisor Tessier reminded the Board that due to the tax services offered at the Senior Center during the months of February and March, the Senior Advisory Board meetings would be held at the Veterans Memorial Building for those two months.
- f. Update on Bocce Ball Court – Superintendent Brewer said that after reviewing the project with the City Attorney, staff is recommending that the Senior Advisory Board put the bocce ball court project into the 2017/18 budget. The recommendation is so that the Advisory Board would only need approval from the City Council for the bocce ball court at the time of the budget approval instead of throughout the process. Board Member Hayes asked if that would mean the City would be paying for the new bocce ball court and Superintendent Brewer replied that the money would still be coming from the Senior Advisory Board Trust Fund. Board Member Hayes also asked if putting it in the budget would delay the completion of the bocce ball court and Superintendent Brewer replied that either way the work will not commence until fall 2017. Supervisor Tessier added that construction should only take about two weeks which can hopefully be done in between the summer and fall bocce ball league schedules.

8. **UNFINISHED BUSINESS:** None.

9. **EXCLUDED CONSENT:** None.

10. **ITEMS FROM STAFF:**

11. **PUBLIC COMMENT:**

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Board Member Carmichael asked if the bus was still out of order and Supervisor Tessier replied that it was and she did not have an update on a date for when it would be back. Board Member Kreisel asked if there is anything staff can do to control the sharing of lunches among patrons. Coordinator Madonich said the only concern is if the people that are sharing the lunches are under age 65 and said that they would let staff know to keep an eye out.

13. **ADJOURNMENT:** With no other business to be conducted, **Board Member Luzaich**, adjourned the meeting of the Senior Advisory Board at 9:41 a.m.

Respectfully Submitted,
Ludmer Aker
Executive Assistant
City of San Bruno

SENIOR ADVISORY BOARD TRUST FUND REPORT

JANUARY 31, 2017

Checking Account Balance 12/30/2016	\$ 15,397.29	
Interest	\$ 0.69	
Deposit		
Checks	\$ (650.00)	
Fees		
<hr/>		
Checking Account Balance 1/31/2017		\$ 14,747.98
Amount held at City of San Bruno prior 7/1/2013		\$ 103,932.20
Amount held at City of San Bruno July 1, 2013 - June 30 2016		\$ 43,410.40
Amount deposited to City since 7/1/2016	\$ 6,843.36	
Deposit made to City account January	\$ 286.00	
Deposit made to City account January	\$ 130.69	
Deposit made to City account January	\$ 327.80	
Deposit made to City account January	\$ 151.26	
Amount deposited to City this fiscal year		\$ 7,739.11
TOTAL NET WORTH JANUARY 31, 2017		\$ 169,829.69

2016-17 Information and Referral Statistics

	July	August	September	October	November	December	January	February	March	April	May	June
Housing	3	4	1	6	1	3	1					
Shopping	8	3	1	2	5	3	2					
Transportation	7	3	3	2	4	2	7					
Assisted Living	9	2		1	4	2	3					
Legal	5	4	3	1	1	4	3					
Insurance	3	1	2	0	2	2	4					
Welfare Check	0	2	1	1	1	0	5					
Health	0	0		1	0	0	0					
Counseling	3	1		1	1	0	1					
Clean/Repair	7	7	5	1	2	3	4					
General	8	4	2	6	5	4	8					
Monthly Total	53	31	18	22	26	23	38	0	0	0	0	0

		Class Attendance - January 2017																																																		
		Mon							Tues							Wed							Thurs							Fri							Sat							Sun							Total	
		2	9	16	23	30	3	10	17	24	31	4	11	18	25	5	12	19	26	6	13	20	27	7	14	21	28	1	8	15	22	29																				
AARP																		12							90								102																			
Art Appreciation						14																												14																		
Ballroom Dance							27	18	23	22	30																					94		310																		
Bingo		47			58	58						51	70	49	60	144	122	135	135	43	60		102										96		1134																	
Birthday Club									74																									74																		
Blood Pressure																																		27		74																
Bocce																																		0		27																
Book Club		5																																5		0																
Bridge/Board Games																																		12		5																
Ceramics		13			12	12															4	4		4										12		12																
Computers		10			14	18	5	8	6	4	4	12	11	17	13	4	2	5	4	3	5	3	5										37		37																	
Current Events													16	16	18																		153		153																	
Driver Safety																	16																50		50																	
Exercise							28	29	38	30	36					15		13	16														32		32																	
Fall Prevention Class	C																																205		205																	
Gardening	L																																0		0																	
HICAP	O																			5	5	4	5										19		19																	
Hiking/Walking	S	12			8	24				14		7	7	11	14																		0		0																	
Horseshoes	E																			12	15	8	17									149		149																		
Karaoke	D	9			10	14																											0		0																	
Knitting																				8	14	8	8									33		33																		
Line Dancing							22	22	34	39	40	19	23	41	50	5	5	3	7														38		38																	
Movie																				14													310		310																	
Oil Painting																																	14		14																	
Pedro																		20	22	21													63		63																	
Pickleball																52	48	44	48														192		192																	
Pilates	18			18	19							25	23	17	23																		88		88																	
Ping Pong																																	55		55																	
Pool	14			12	14	16	15	14	14	14	17	12	16	17	20	18	17	16	16	12	12	16	12										32		32																	
Presentations																			26														300		300																	
Singing																																	38		38																	
Sit & Workout							5	6	9	5	10																						8		8																	
Softball																12	12	12	14													35		35																		
Spanish							14	18	23	19	17																						50		50																	
Special Event/Party																																	91		91																	
Stained Glass												10	7	9	7							242											242		242																	
Tai Chi													7	9	7																		33		33																	
Tap Dance		12			13	16							7	7	11																		25		25																	
Taxes																																	41		41																	
Trips																																	0		0																	
Ukulele							13	10	15	17	15																						64		64																	
The West																																	70		70																	
Writing																8	9	9	11				7									7		7																		
Yoga		27			36	28											24	22	24														37		37																	
Zumba		30			33	38																											161		161																	
Total	0	197	0	214	255	130	126	236	164	169	136	180	205	216	258	275	293	322	143	176	311	267	0	90	0	0	0	0	0	94	0	139	4596		4596																	

Nutrition Site Report January

Day	Date	Total Prepared Hot Meals & Salads	Total Served Hot Meals	Total Served Salads	Total Served Hot Meals & Salads	Non-Senior Donations
Mon	2					
Tues	3	90	75	11	86	5.50
Wed	4	115	100	15	115	5.50
Thur	5	65	56	6	62	5.50
Fri	6	89	80	7	87	5.50
Mon	9	97	86	8	94	16.50
Tues	10	66	54	11	65	0.00
Wed	11	110	87	23	110	0.00
Thur	12	80	64	13	77	11.00
Fri	13	93	80	11	91	5.50
Mon	16					
Tues	17	92	79	11	90	0.00
Wed	18	107	95	12	107	0.00
Thur	19	64	59	2	61	0.00
Fri	20	226	226	0	226	0.00
Mon	23	105	92	10	102	16.50
Tues	24	90	73	15	88	5.50
Wed	25	147	130	17	147	11.00
Thur	26	66	56	8	64	11.00
Fri	27	87	75	9	84	0.00
Mon	30	105	92	10	102	11.00
Tues	31	106	84	19	103	5.50
Total		2000	1743	218	1961	126.5

Home Sharing

Get a \$250 signing bonus!



Home Sharing - Safe and Easy

HIP Housing screens, interviews and follows-up to help you find and keep an ideal housemate. Here are some benefits home providers say they love the most:

- Save money
- Reduce financial stress
- Increase independence
- Increase security
- Share utility costs
- Provide mutual assistance

How does home sharing work?

All you need is a spare room. We then help you match with someone who is looking for an affordable place to live. Some of our renters are also willing to exchange household chores for a reduced rent.

Why use HIP Housing?

HIP Housing is a local nonprofit organization that has provided free Home Sharing services in San Mateo County since 1972. Everyday we dedicate our expertise time and bilingual services to helping people find creative, affordable housing solutions.

“Thank you for the \$250 incentive to rent out my room. It was a big help.”

“HIP Housing did all the work of finding the right people. I just needed to interview them.”

“The Living Together Agreement means there are no surprises.”

“It’s amazing how one spare room can change two lives.”

Contact us today! We’re here to help.

A local nonprofit
HIPhousing.org | (650) 348-6660



1. How does home sharing work?

HIP Housing is a nonprofit organization which since 1972 has been connecting Home owners or renters (Home Providers) who have a residence with one or more bedrooms, with persons seeking housing (Home Seekers) to pay rent or exchange activities for reduced rent. HIP Housing's Home Sharing program is not a short-term vacation rental type program.

Home Providers must live in San Mateo County. Persons seeking housing must either live, work or attend school in San Mateo County or have a housing voucher for San Mateo County. In this housing market, rents in the Home Sharing Program typically range from \$600 on up with occasional lower rents. Some rents include utilities and others pay a portion. Reduced Rent Exchanges involve non-medical care such as helping with meals, shopping, cleaning, companionship and doing errands. There are generally more rent exchanges than reduced rent exchanges. Each person has their own space and share common areas. Sometimes clients share a one bedroom unit with one person taking the living room space and the other taking the bedroom. After clients are interviewed by a HIP Housing coordinator, clients are given referrals and contact potential housemates on their own using a guide provided by the agency. HIP Housing's Home Sharing Coordinators help complete Living Together Agreements between housemates and provide follow-up support.

2. What are the benefits of Home Sharing?

Whether a home provider or home seeker, one of the reasons persons decide to home share is because they find it difficult to afford housing costs on their own. For those hoping to find an affordable or low-income housing unit, they may encounter long or closed waiting lists. The reality of getting low-income housing within a short period of time isn't likely. That's why home sharing can be a unique housing option. Some clients home share until they are able to find subsidized or low-income housing while others choose home sharing as a way to keep their housing costs affordable on a long-term basis.

For home providers, with someone else living in the home they are able to continue living in their own home and neighborhood. Additional benefits of home sharing allow home providers to save money, put the extra income toward other personal or housing expenses, experience a sense of security, enjoy companionship and maintain independence. With market rents unattainable for many, home sharing gives home seekers an affordable room in a home atmosphere. Many home sharers receive mutual benefits of companionship and security, the opportunity to help the home provider and being able to save money, reduce debt and keep housing & utility costs affordable.

3. What type of client applies to the home sharing program?

HIP Housing interviews clients of all walks of life including those who are working, seniors, single parents, persons with disabilities, persons exiting from a shelter, students and others who receive benefits such as unemployment, TANF, retirement or disability income.

4. What information do we need from the person applying for home sharing?

Applicants are asked to provide proof of ID, names and phone numbers of three persons they would like to use as a reference (preferably employment, residence and personal) and proof of their income. Income information is confidential and used only for statistical purposes. If you are seeking housing, you will be required to provide a current or former landlord or housemate as a reference. **Provided the information is available, HIP Housing will conduct a criminal background search through Superior Court databases and a National Sex Offender database check. Information obtained may disqualify someone from the program or may require disclosure on the application and to potential housemates.**

5. How long does it take to place someone in home sharing?

Clients are encouraged to keep in regular contact with their home sharing coordinator to receive referrals of potential housemates and then to follow-up with the referrals given by returning calls and making appointments to see potential housemates. The number of referrals given to clients of potential housemates depends on a number of factors: family size seeking housing, amount of rent charged/able to pay, location, pets, smoking and other personal preferences. HIP Housing's staff will work with clients for the duration of the time they are searching for a housemate whether the client finds a placement through our agency or something on their own. HIP Housing cannot guarantee a housemate placement.



HIP Housing

FREQUENTLY ASKED QUESTIONS ABOUT THE HOME SHARING PROGRAM

6. How long does the typical match last?

If both parties are happy with the match & circumstances do not change for either side, matches can last for many years, with great friendships being formed. The average length of stay is nearly three years with some matches lasting a shorter or longer period of time.

7. Do you match people of different ages, interests and genders?

Yes. Clients are asked to complete a questionnaire giving them the opportunity to share with us their ideal home share arrangement, personal characteristics and other factors regarding living with another person. Clients have the opportunity to interview and select their own housemate and to check the references of clients.

8. How do you complete a match?

The two parties in a home sharing match are offered the opportunity to put their understandings in writing by completing a Living Together Agreement with the assistance of the housing counselor. Each participant is encouraged to review the agreement periodically to make any adjustments or changes. HIP Housing is available to help housemates work through any issues or concerns once the housing arrangement begins. If the match needs to end, each participant is expected to give the other party a written notice as agreed upon in the Living Together Agreement.

9. What can you do to help encourage persons to home share?

People may not consider home sharing an option because they believe they can find their own place, find a housemate on their own or may have had a negative experience home sharing on their own. For those seeking housing, finding independent housing may be a longer term goal and clients should take into consideration their ability to pay a first and last month's rent and deposit, credit and debt situation and paying a rent that may be beyond their means. For Home Providers, they may have had a negative experience sharing with someone in the past. It's possible they were not provided with the guidance and support needed to help make a successful shared living arrangement (i.e., how to interview a housemate, checking references, completing a Living Together Agreement, follow-up support). HIP Housing provides one-on-one support to clients to help create a positive shared housing arrangement.

10. How do people apply to the Home Sharing Program?

Persons can call our staff to discuss home sharing as a possibility for them. Contact HIP Housing at 650-348-6660 for information and to schedule an interview. The interview will last approximately 45 minutes and will involve meeting with one of HIP Housing's Home Sharing Coordinators to complete an application and interview. HIP Housing has 4 offices throughout San Mateo County and staff bilingual in Spanish.

11. Where are the offices located?

The main office is at 800 S. Claremont in San Mateo. The Redwood City office at the Fair Oaks Community Center is open on Tuesdays & Thursdays. The South San Francisco Office at the Magnolia Senior Center is open on Tuesdays. The Daly City Office at the Daly City Community Center is open on Thursdays. Persons can call our main office at 650-348-6660 to schedule an appointment in any of our offices. It doesn't matter which office the client has their interview in. Each housing coordinator has the same referrals. If a client is home bound, a home visit will be arranged.

CALL HIP HOUSING

(650) 348-6660

800 S. Claremont #210, San Mateo 94402

www.hiphousing.org



COMMUNITY SERVICES DEPARTMENT

DATE: February 21, 2017
TO: Senior Citizens Advisory Board
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Senior Deck Replacement and Dedication Interest

BACKGROUND:

In January of 2016, Senior Advisory Board members visited Sierra Point Lumber to view the proposed composite deck material. The contractor supplied samples of the deck and fastening material as well as literature regarding the durability and fire ratings. The Board Members in attendance were pleased with the material and agreed with the selection of composite material for the new deck.

In February of 2016, the San Bruno Public Services Department began the process of developing the specifications for the project. Currently, the Public Services Department is reviewing the engineer drawings and plan to open the public bid process the week of February 27. The project is scheduled to be presented for City Council approval the second meeting in March. Replacement of the deck at the Senior Center is anticipated to begin in late May.

DISCUSSION:

The family of Mayor Bob Marshall, Sr. has requested the City recognize his contributions by naming a feature of the Senior Center in his honor. The City Council passed a Memorial Recognition Policy in 2009. This policy outlines the ways in which an individual may be honored or recognized at City owned facilities.

MEMORIAL RECOGNITION

Two levels of memorial recognition has been defined as qualifying for special consideration by the City Council. The first level is reserved for those persons who have demonstrated extraordinary service to the City. Persons who meet the Criteria for Recognition of Extraordinary Service are eligible to have a City facility or facility component named in their honor.

Criteria for Recognition of Extraordinary Service:

- A minimum of twenty-five (25) calendar years of dedicated service to San Bruno.
- Service rendered had positive impact for the citizens of San Bruno.
- Was viewed as an appropriate role model in the community.
- Made significant contributions to the community by developing new programs, providing leadership for the continuation and enhancement of existing programs, or by providing new or improving existing facilities.
- Was actively involved in multiple community programs and influenced the lives of many San Brunans.



COMMUNITY SERVICES DEPARTMENT

- Must be nominated by more than one recognized San Bruno organization.
- The individual or organization must have a clear connection to the component or facility being named.
- The nominee must have been deceased for at least one year.

The second level recognizes individuals that serve our community in exceptional ways yet whose service does not meet the criteria established for having a component or facility named in their honor. In order to appropriately recognize those deserving individuals, the City of San Bruno has established Criteria for Recognition of Special Service and honors recipients through permanent forms of recognition including but not limited to memorial trees, memorial art installations and other special naming conventions.

Criteria for Recognition of Special Service:

- A minimum of fifteen (15) years dedicated service to San Bruno.
- Service rendered had positive impact for the citizens of San Bruno.
- Was viewed as an appropriate role model in the community.
- Made significant contributions to the community by developing new programs, providing leadership for the continuation and enhancement of existing programs, or by providing new or improving existing facilities.
- Must be nominated by at least one recognized San Bruno organization.
- The nominee must have been deceased for at least one year.

The naming of a City of San Bruno facility, component, or other naming honor shall be considered permanent. No City of San Bruno facility or component shall be renamed after the original honor is bestowed. Under extraordinary circumstances, where the naming of a City of San Bruno facility or component is considered to place the City of San Bruno in a negative or embarrassing light, the City Council may choose to revoke the honor.

The family has requested the new deck be named in honor of Bob Marshall, Sr. This request meets the requirement of the Memorial Recognition Program. Staff is requesting the Senior Advisory Board's input on this request.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.